

ADMINISTRATIVE-INTERNAL USE ONLY

FBIS-1608/85

12 AUG 1985

MEMORANDUM FOR: Acting Deputy Director for Science and Technology  
ATTENTION: Chief, Management Staff, DDS&T  
FROM:   
Director, Foreign Broadcast Information Service  
SUBJECT: End of Tour Travel - FBIS TCNs  
REFERENCE: Memo for D/Pers fm D/FBIS, dtd 24 May 85, Same Subject

STAT

1. FBIS third country nationals serve a minimum tour of 24 months from arrival at the post of assignment. They do not receive "Home Leave," but under the "Travel Agreement" they are provided travel to their point of hire before undertaking a new 24-month tour. As with Staff personnel, TCNs occasionally require approval to do their point-of-hire travel "short of tour."

2. FBIS requested in the attached memorandum approval from the Director of Personnel to delegate from D/FBIS to bureau chiefs the authority to approve TCN "short of tour" travel under the very specific guidelines cited. The reply, as indicated on the attached routing sheet, is that FBIS TCN "end of tour" travel is not related to Home Leave and the Director of Personnel therefore does not have authority to approve redelegation. The benefit, according to D/Pers, does not parallel the Home Leave provisions for Staff personnel but is a travel authority benefit. You, as a travel authorizing official, can approve our requested delegation under your own authority.

3. If you concur with our proposal as stated in FBIS-0238/85, attached, we would appreciate your approval being indicated below.

STAT

Attachment:  
D/FBIS memo to D/Pers

APPROVED:

\_\_\_\_\_  
Acting Deputy Director for Science and Technology

\_\_\_\_\_  
Date

ADMINISTRATIVE-INTERNAL USE ONLY

DATE 85-1708

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

EXTENSION

NO.

FBIS-0238/85

STAT

Director, Foreign Broadcast  
Information Service

DATE

24 May 1985

TO: (Officer designation, room number, and  
building)

DATE

OFFICER'S  
INITIALSCOMMENTS (Number each comment to show from whom  
to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1. Director of Personnel  
Room 6N20

2.

3. C/FBIS/Admin  
203 Key Bldg.

5.

6.

7.

8.

9.

10.

11.

12. Director, Foreign  
Broadcast Information  
Service

13. 1013 Key Building

14.

15.

Jan,  
Attached is returned  
per our conversation.  
Understand that this is  
based on Travel benefit  
and not related to  
home leave. In any  
case, D/OP does not have  
authority to authorize  
requested redelegation.  
Thanks for your help  
on this one.

STAT

85-1708

FBIS-0238/85  
24 May 1985

MEMORANDUM FOR: Director of Personnel

FROM:

Director, Foreign Broadcast Information Service

STAT

SUBJECT: End of Tour Travel - FBIS TCNs

1. FBIS TCNs sign a travel agreement to do a minimum tour of 24 months from arrival at the post of assignment. Unlike U.S. Staff employees, these TCN employees do not earn home leave. Travel to their point of hire at the end of each 24-month tour (should they choose to take such travel) is for the purpose of taking annual leave, which is earned at the same rate as Staff employees.

2. We request that the FBIS Director be authorized to delegate to overseas FBIS bureau chiefs authority to approve short-of-tour travel under the following specific conditions:

a. Employee has sufficient annual leave to cover period of time away from post of assignment and prior to his return for the next tour.

b. Bureau chief determines there is no operational problem in individual being away from post during the period requested.

c. The new 24-month travel agreement is amended to add to the new tour the number of days by which the old tour is shortened. (See Para. II.3 of FBIS Travel Agreement, attached.)

3. The above conditions will insure that the TCN employee receives only one end-of-tour trip to his/her point of hire for each 2 years during the employee's career as a TCN. It will also enable the bureau chief the maximum legal flexibility to schedule the employee's end-of-tour travel for the convenience of the bureau's operational situation and help accommodate the employee's travel to correspond to school vacations, personal emergencies, etc.

SUBJECT: End of Tour Travel - FBIS TCNs

4. Your approval to delegate this authority (EOT early-departure travel for TCNs) to bureau chiefs with the specific restrictions outlined in para. 2 above is hereby requested. The Travel Agreement (Para. II.3) would be amended to state, "...when approved by the FBIS Bureau Chief,..." instead of "FBIS Headquarters."

STAT

Attachment

APPROVED:

\_\_\_\_\_  
Director of Personnel

\_\_\_\_\_  
Date

## FOREIGN BROADCAST INFORMATION SERVICE TRAVEL AGREEMENT

In accordance with the policy of the Foreign Broadcast Information Service, I agree to serve at \_\_\_\_\_ a minimum tour of duty of twenty-four months from the date of my arrival at post.

### I. INITIAL TOUR OF DUTY

It is understood and agreed that:

1. Upon completion of twenty-four months of service under this agreement, I may elect either
  - (a) return travel and transportation for myself, my dependents, and my household and personal effects (including POV, in accordance with applicable U.S. Government regulations) within prescribed limitations, to my point of hire or a place not more distant, or
  - (b) round-trip End of Tour (EOT) travel for myself and my dependents to my place of hire or a place not more distant. Sections II, III and V detail further provisions of this entitlement.
2. If the tour is terminated for misconduct or for my personal convenience within 12 months of my arrival at Post, I will be required to reimburse the U.S. Government for all expenses incurred for all travel to the Post and for transportation and storage of my effects, and will not be entitled to return travel and transportation of effects at government expense unless approved by FBIS Headquarters (see FB 20-6). The determination as to what constitutes personal convenience and misconduct will be made by the Government.
3. If my tour is terminated for misconduct or personal convenience after 12 months but before 24 months of my arrival at Post, I will be responsible for expenses incurred for my return travel and the transportation of my effects to the original point of hire.
4. If my tour is terminated at any time at the convenience of the U.S. Government, all travel and transportation and attendant storage costs involved in moving me to the Post and back to my original point of hire will be borne by the U.S. Government.

### II. END OF TOUR TRAVEL

1. At the end of my initial tour of duty, I will become eligible for End of Tour (EOT) travel at U.S. Government expense, contingent upon my willingness to return to the same or another Post for another 24-month tour of duty. EOT travel will be paid for me and my eligible dependents from Post to point of hire, or to any point not more distant, and return to Post.
2. Before my departure from Post on EOT travel, I will be required to sign a Travel Agreement Addendum (see Section VII) which will again entitle me to EOT travel upon completion of the next 24-month tour, which will commence effective with my return to Post from the EOT travel.
3. In rare circumstances, and when approved by FBIS Headquarters, my EOT travel, or that of my dependents, may begin before the full 24-month tour is completed, but only after a minimum of 18 months service at Post. In this case, the number of days curtailed from the full 24-month tour of duty will be added to the next 24-month tour of duty which will commence upon my return to duty from EOT travel.
4. Should I elect to postpone my EOT travel after completing any 24-month tour, I may do so with the approval of the bureau chief, with the stipulation that the new tour commences from the date I return to Post from EOT travel.

### III. SUBSEQUENT TOURS

1. Once I have completed my first 24-month tour of duty, I will be entitled to final return travel and shipment of effects to the original point of hire, or place not more distant, at U.S. Government expense, provided I have completed at least one year of the current tour.

2. Should I resign during the first year of a subsequent tour at the same Post, I will be required to pay return travel expenses for myself and dependents. The cost of returning my household effects to the point of hire or place not more distant will be borne by the Government at any time I separate from the service after completion of my first 24-month tour of duty.

#### IV. SEVERANCE COMPENSATION

If the agreed upon tour of duty is sooner terminated by FBIS for any reason other than misconduct, delinquency, inefficiency, or retirement, I will be entitled to compensation in the form of a lump sum payment in accordance with provisions of the FBIS Alien Administration Handbook.

#### V. RESERVATIONS

All travel performed under this agreement is subject to the availability of appropriate funds and/or approval of leave by FBIS.

END OF TOUR DATE: \_\_\_\_\_

#### VI. ENDORSEMENTS

I have read and understand my service obligations and travel entitlements as described in this agreement.

Name: \_\_\_\_\_ Point of Hire: \_\_\_\_\_  
(Print)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Witness: \_\_\_\_\_ Signature: \_\_\_\_\_

Date \_\_\_\_\_

#### VII. TRAVEL AGREEMENT ADDENDA

Post of Assignment: \_\_\_\_\_

Standard tour of duty of 24 months \_\_\_\_\_ Other \_\_\_\_\_

If other, explain: \_\_\_\_\_

Date this addendum: \_\_\_\_\_ End of Tour Date: \_\_\_\_\_

Entitlements under this Addendum are as spelled out in Sections I thru V of the Travel Agreement signed on \_\_\_\_\_  
Date

\_\_\_\_\_  
(Employee)

\_\_\_\_\_  
(Bureau Chief)